Supplement to Non-Residential Development Permit Application for Recreational Lodging Facilities

WHO NEEDS TO SUBMIT THIS SUPPLEMENT?

This supplement form must accompany the Non-Residential Development Permit Application, when the proposed project involves one or more recreational lodging facilities. Generally, recreational lodging facilities include development that may have previously been described as commercial sporting camp, campground, youth or group camp, back-country hut, hotel or motel, and/or some mixing of these uses; see Section 10.02,(168) and Section 10.27,Q,1 for specific definition and criteria.

WHERE CAN I GET HELP TO COMPLETE THIS FORM?

Call the LUPC office that serves your area and ask to speak to or meet with one of our regional representatives (see below for office locations and contact information). Also, go to the LUPC website at www.maine.gov/dacf/lupc/ to browse through our rules and regulations, recent publications and newsletters, Commission meeting agendas, and other valuable information.

Avoid delays by making sure this application form is complete! Contact the LUPC office that serves your area if you need help with this request.

PRE-APPLICATION AND POST-PERMIT SERVICES

The LUPC staff encourages, and is available for, meetings and site visits before you submit your application, after you receive your permit, and/or after your project is complete. Our staff can assist you with understanding the applicable requirements of submitting a proposal for the Commission's review and determining how your project best fits your site and therefore help ensure your project can be permitted.

While the pre-application meeting can be extremely valuable for identifying issues or concerns early on, no decisions are made at these meetings and the thoughts expressed are not binding on the Commission or the applicant. The information presented at these meetings is very general, and the review is not substantive.

Call the LUPC office that serves your area to schedule an appointment.

HOW LONG WILL IT TAKE TO OBTAIN A PERMIT?

A permit decision will be issued within 90 days of a complete application being received and accepted by the LUPC Staff. In many cases a permit decision will be made sooner, particularly on smaller projects that meet all the applicable standards. The 90 day time period will not start until a complete application with all required exhibits is submitted. The LUPC staff will contact you if the application is not complete and let you know what is still required to make it complete. Occasionally, more information is requested by a review agency, in which case, the application may need to be placed on hold until that information is provided.

MAILING YOUR FORM

Fill out the application form. Mail the entire application form and the required attachments (including the appropriate application fee and exhibits to the LUPC office that serves your area.

AUGUSTA OFFICE	ASHLAND OFFICE
	Serving most of Aroostook County and northern Penobscot County
18 Elkins Lane - Harlow Bldg. 22 State House Station Augusta, ME 04333-0022 Tel. (207) 287-2631 TTY (888) 577-6690 FAX (207) 287-7439	45 Radar Road Ashland, ME 04732-3600 Tel. (207) 435-7963 FAX (207) 435-7184
BANGOR OFFICE	**EAST MILLINOCKET OFFICE**
Serving Hancock, Knox, Lincoln, Sagadahoc, and Washington counties; portions of Kennebec, Penobscot and Piscataquis counties; and the coastal islands in the LUPC jurisdiction	*Serving southern Penobscot County, southern Aroostook County, and portions of Piscataquis County*
106 Hogan Rd, Suite 8 Bangor, ME 04401 Tel. (207) 941-4052 FAX (207) 941-4222	191 Main Street East Millinocket, ME 04430 Tel. (207) 746-2244 Tel. (207) 731-4405 FAX (207) 746-2243
GREENVILLE OFFICE	**WEST FARMINGTON OFFICE**
Serving Somerset County and most of Piscataquis County	*Serving Franklin County and Oxford County*
43 Lakeview Street P.O. Box 1107 Greenville, ME 04441 Tel. (207) 695-2466 FAX (207) 695-2380	133 Fyfe Rd P.O. Box 307 West Farmington, ME 04992 Tel. (207) 670-7492 OX Tel. (207) 670-7493 FR

DEFINITIONS

The following terms, definitions and requirements are excerpts from the Commission's Chapter 10, *Land Use Districts and Standards* that are referenced in this form. Chapter 10 can be found in its entirely online at www.maine.gov/dacf/lupc/laws_rules/ch10.html.

Recreation Activity, Features, and/or Services: Recreation activity, features, and/or services do not include modes of transportation to and from the site (e.g., airplane, snowmobile, ATV, or car), but do include any on-site track or trail that does not extend off-site (e.g., motocross track, mud runs, airplane rides). Measures taken to reduce noise and odor, including but not limited to, soundproofing, buffering, hours of operation, or emissions control devices may be considered when evaluating noise and odor levels. Examples of on-site recreation activities, features, and/or services grouped by noise and odor impacts:

a. Low noise/odor – climbing wall, horseshoes, open field activities, tennis, swimming, small range for sighting of firearms, archery, guiding, vehicle shuttle or transportation services, rental of non-motorized equipment, and mini golf;
b. Some noise/odor – facilities for organized team sports (e.g., baseball), paintball, rafting base, rental of motorized equipment, and airplane rides for overnight guests; and
c. Routine noise/odor – shooting range, atv/snowmobile/motocross racing, amusement park, public airplane rides.

Recreational Lodging Facilities: Site improvements, a building or group of buildings, or any part thereof, used, maintained, advertised or held out to the public as a place where sleeping accommodations are furnished to the public for commercial purposes. Recreational lodging facilities primarily cater to recreational users who engage in recreation activities that are primarily natural resource-based. The term includes, but is not limited to, commercial sporting camps, youth or group camps, back-country huts, rental cabins, outpost cabins, campgrounds, lodges, hotels, motels, inns, or any combination of these types of uses that exhibit characteristics of a unified approach, method or effect such as unified ownership, management or supervision, or common financing. To be included in a recreational lodging facility, rental units must be served by an on-site attendant while guests are present. Related development that is located more than one half mile, measured in a straight line, from the nearest structure providing guest services, such as dining, gathering places, retail shower house, dumping station, check-in office, and equipment rental shall be considered a separate facility, unless the owner chooses to consider them as one facility. Caretaker or attendant housing will not be used to establish the one half mile distance unless no other guest services are provided. If no guest services are provided then all development on the regulatory parcel shall be considered part of the same facility and may be part of a facility on an adjoining parcel. For the purposes of Land Use Planning Commission rules, recreational lodging facilities are divided into five levels:

Level A Facilities have minimal impacts on existing resources within the development site and surrounding areas. Level A recreational lodging facilities are specifically designated by Section 10.27,Q,1.

Level B Facilities have low impacts on existing resources within the development site and surrounding areas. Level B facilities are specifically designated by Section 10.27,Q,1.

Level C Facilities have moderate impacts on existing resources within the development site and surrounding areas. The standards for these facilities are designed to allow development while conserving the natural resource and recreation values of the development site and surrounding areas. Level C facilities are specifically designated by Section 10.27,Q,1. A Level C facility characterized by any of the factors in Section 10.27,Q,1, Table B is referred to as a "Level C – Expanded Access" facility.

Level D Facilities have moderate to high impacts on existing resources within the development site and surrounding areas. Level D facilities may provide limited on-site goods and/or services to meet the needs of guests, though these are not of a type, scale or design intended to meet the goods and services needs of the public at large that is not an overnight guest. The standards for these facilities are designed to allow larger-scale development while conserving the natural resource and recreation values of the development site and surrounding areas. Level D facilities are specifically designated by Section 10.27,Q,1. A Level D facility characterized by any of the factors in Section 10.27,Q,1, Table B is referred to as a "Level D – Expanded Access" facility. A Level D facility may be located in a geographic allowance area as provided in Section 10.27,Q,3.

Level E Facilities have the potential to have significant local and regional impacts. Level E facilities may include a range of lodging options at larger scales and typically include a broad range of recreational services and/or amenities that make the facility not only a recreation destination but also may meet some of the goods and services needs of the greater region. The standards for these facilities are designed to allow large scale development while conserving the natural resource and recreation values of the development site and surrounding areas. Level E facilities are specifically designated by Section 10.27,Q,1.

THIS APPLICATION FORM IS NOT A VALID PERMIT.

NO CONSTRUCTION ACTIVITIES MAY BEGIN PRIOR TO YOUR RECEIPT OF A PERMIT.

THE COMMISSION MAY REQUIRE ADDITIONAL INFORMATION NOT ENCOMPASSED IN THIS APPLICATION.

For office use:

Tracking No. _____ DP _____ Permit No.

Supplemental Information for Recreational Lodging Facilities

Applicant Name(s):	
Project Location (Township):	Project Location (County):

SECTION A: GENERAL INFORMATION *All applicants must complete Section A*

1. On-site recreation activities, features, and/or services.

> *Recreation activities, features and services include, but are not limited to, climbing wall, horseshoes, open field activities, tennis, swimming, small range for sighting of firearms, archery, guiding, vehicle shuttle or transportation services, rental of non-motorized equipment, mini golf, facilities for organized team sports (e.g., baseball, basketball, soccer), paintball, rafting base, rental of motorized equipment, mud runs, airplane rides for overnight guests, shooting range, atv racing, snowmobile racing, motocross, amusement park, and public airplane rides. (See definition 167 in Chapter 10, Section 10.02)*

1.1 Will on-site recreation activities, features, and/or services will be available, or provided, at the facility during one or more seasons? ..... ☐YES ☐NO

If you answer YES, please list each recreation activity, feature and service, and provide a brief description.

If you answer NO, continue to Question 2.

1.2 Describe how and to what extent the on-site recreation activities, features, and/or services will be screened from areas next to your property *(i.e., from the road, lake, river, neighboring property)*. Please focus upon those activities, features, and/or services that are screened the least, or that would be most visible.

1.3 Describe the on-site recreation activities, features, and/or services that will create most noise, as experienced from areas next to your property *(i.e., from the road, lake, river, neighboring property).* Be sure to describe the amount, type and duration of noise(s) created. Please focus upon those activities, features, and/or services that would produce the most noise for neighboring areas.

2. Utilities.

2.1 Will the facility be served by public utilities *(i.e., phone, electric)* and/or indoor plumbing, during one or more seasons? ..... ☐YES ☐NO

2.2 If campsites will be available at the facility, will water and electric be available at campsites? ..... ☐NA ☐YES ☐NO

3. **Footprint of clearing.** Is there, or will there be any cleared areas within 250 feet of any body of standing water, tidal waters, or flowing waters downstream from the point where such waters drain 50 square miles or more (e.g., P-SL1)? ..... ☐YES ☐NO

If you answer YES, please complete the following. If you answer NO, continue to Question 4.

Sub-Area and Description	Dimensions (in feet) (LxW)	Square Footage
Example: Area 1: campsites 1-10 and shower house	*10 sites at 25x45; 100x50*	*6,125 sf*
Area 1, description:		
Area 2 *(if applicable)*, description:		
Area 3 *(if applicable)*, description:		
Area 4 *(if applicable)*, description:		
Area 5 *(if applicable)*, description:		
Area 6 *(if applicable)*, description:		

4. **Retail space.** What is / will be the total square footage of retail space *(i.e., camp store)* at the facility? ..... ☐NA _____Square Feet

5. **Fuel sales.** Will fuel sales be available at the site during one or more seasons? ..... ☐YES ☐NO

> *In this regard, fuel sales at Recreational Lodging Facilities do not include pre-bottled fuel (i.e., tank exchange or Coleman fuel).*

If you answer YES, please complete the following questions. If you answer NO, continue to Question 6.

5.1 What fuel type(s) will be sold? ..... ☐Gas ..... ☐Diesel ..... ☐Propane ..... ☐Natural Gas ..... ☐Other _____

5.2 How many functioning fuel dispensing devices will be available? ..... _____Devices

5.3 If the fuel dispensing devices are existing, when were they installed? ..... _____Date

5.4 How many vehicles, customers, or containers can be served simultaneously? ..... _____Vehicles, customers, or containers

6. **Overnight occupancy.** Once constructed and operating, how many overnight occupants, including staff, could be accommodated at the facility? ..... _____Occupants

(Example: a campground facility with 20 campsites, each with a maximum occupancy of 6 people at each site, and housing for two staff will have an overnight occupancy of 122 people.)

> *If occupancy varies between seasons, indicate the overnight occupancy for the season with the highest occupancy. For example: consider a facility that operates during the summer season as what might be viewed as a youth camp, with an overnight occupancy of 60 people; but that same facility operates as what might be viewed as a commercial sporting camp with an overnight occupancy of 25 people during all other seasons. In this case, the maximum overnight occupancy is 60 people.*

7. **Access to amenities.** Some facilities provide services and/or amenities just to overnight guests while other facilities offer amenities to overnight guests *and* the general public (on a regular basis). Check the following statements that best describes the proposed facility and its retail space; fuel sales; dining amenities; and/or recreation activities, features, and/or services:

Description	Dining	Retail	Fuel Sales	Recreation activities, features, and/or services
A. The following services and amenities will be available to overnight guests at the facility during one or more seasons, and may be provided by chance or on an incidental basis to the general public. *(Example: a lodging facility that serves only its overnight guests, but on rare occasion sells fuel to a stranded motorist.)* Note: activities, features, and services that are individually advertised *(i.e., "gas", "store", "mini golf")* are not considered incidental. ..... *Check all that apply:*	☐	☐	☐	☐
B. The following services and amenities will be available to overnight guests of the facility, as well as the general public, on a regular basis during one or more seasons. *(Example: a lodging facility that provides services to overnight guests but also sells day passes to the public to utilize the on-site ski center.)* ..... *Check all that apply:*	☐	☐	☐	☐
C. The following services and amenities will not be available at the facility for either guests or the public. ..... *Check all that apply:*	☐	☐	☐	☐

SECTION B: FACILITIES ALLOWED BY SPECIAL EXCEPTION *(Complete this section only if applicable)*

8. **Recreational lodging facilities allowed by special exception.** In certain cases, Recreational Lodging Facilities: Level C, Level C – Expanded Access, Level D, Level D – Expanded Access, and Level E may require special exception approval in the D-GN, D-RF, and M-GN Subdistricts. If your proposal includes one of these facility types and subdistricts, please attach to your application substantial evidence that:
   - there is sufficient infrastructure to accommodate the additional traffic and activity generated by the facility; and
   - surrounding resources and uses that may be sensitive to such increased traffic and activity are adequately protected.

If you are unsure whether or not your proposal includes one of these facility levels or subdistricts, contact the LUPC office that serves your area for assistance.

SECTION C: FLOOR AREA ADJUSTMENT *(Complete this section only if applicable)*

9. **Floor area adjustment.** A recreational lodging facility or proposed facility shall be allowed 25% more square footage than the floor area limits of Section 10.27,Q,1, Table A if legally bound by provisions acceptable to the Commission that result in:
   - a 25 foot vegetative buffer along all property lines facing exterior roads;
   - 50% more depth of the vegetative buffer than otherwise would be required by Section 10.27,B along a whole shoreline; and
   - that restrict building color to blend in with the surrounding area and restricts the use of reflective surfaces.

   If you intend to apply this provision, please provide with your application such legal documentation that you propose to implement the standard stated above.

Such provisions generally must be of sufficient duration, limitation, and requirement to adequately limit the applicant's, and/or landowner's rights, title, or interest. See Chapter 4, Section 4.03,(3) for more information regarding Title, Right or Interest.

If the subdistrict (see Chapter 10, Sub-chapter II) in which the facility is located or is proposed to be located has more restrictive square footage limits, then the subdistrict square footage limits shall apply.